

MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 21

The purpose of this transmittal is to update several chapters of the NOAA Travel Regulation (NTR). This Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.corporateservices.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your NTR.

Please contact Rachael Wivell on (301) 444-2136 in the NOAA Travel Office (NTO), if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 21

1. Filing Instructions for the NOAA Travel Regulation (NTR). Replacement pages for your NTR are attached as follows:

Remove

Pages 301-2-1 thru 301-2-3
dated December 1, 2003

Pages 301-2-4 thru 301-2-8
March 1, 2003

Page 301-2-9
December 1, 2003

Pages 301-2-10 thru 301-2-12
March 1, 2003

Pages 301-13 thru 301-15
December 1, 2003

Pages 301-16 thru 301-17
March 1, 2003

Pages 301-18 thru 301-20
December 1, 2003

Page 301-21
October 1, 2003

Pages 301-22 thru 301-24
September 1, 2005

Insert

Pages 301-2-1 thru 301-2-3
dated February 1, 2008

Pages 301-2-4 thru 301-2-8
dated February 1, 2008

Page 301-2-9
dated February 1, 2008

Pages 301-2-10 thru 301-2-12
dated February 1, 2008

Pages 301-13 thru 301-15
dated February 1, 2008

Pages 301-16 thru 301-17
dated February 1, 2008

Pages 301-18 thru 301-19
dated February 1, 2008

Pages 301-10-1 thru 301-10-2
dated March 1, 2006

Page 301-10-1 thru 301-10-2
dated February 1, 2008

Page 301-51-3
dated April 1, 2002

Page 301-51-3
dated February 1, 2008

Page 301-51-8
dated December 1, 2003

Page 301-51-8
dated February 1, 2008

Pages 302-2-2 & 302-2-8
dated July 1, 2004

Pages 302-2-2 & 302-2-8
dated February 1, 2008

2. Explanation of Changes. The attached pages are issued to update several chapters of the NOAA Travel Regulations.

3. File this cover memorandum in the front of the NTR. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Finance Office listed below:

Seattle------(206) 526-6008
Boulder------(303) 497-5307
Kansas City------(816) 426-7543 x431
Norfolk------(757) 441-6897
NOAA Travel Office------(301) 444-2136

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

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NOAA TRAVEL DELEGATIONS

- 301-2.5 Who has the authority to authorize all types of travel for NOAA employees?
- 301-2.5(a) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?
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- 301-2.5(h)(i) What form authorizes premium-class accommodations?
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- 301-2.5(o)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?
- 301-2.5(o)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)
- 301-2.5(o)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?
- 301-2.5(o)(iv) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

TRAVEL AUTHORIZATIONS

301-2.1(a) What form do I use to authorize travel?

Users of Travel Manager will use the Travel Manager authorization default form when authorizing travel expenses.

See NTR, Chapter 300-4(h)(2) for a blank Travel Manager authorization default form.

301-2.1(b) What is the difference between an authorizing official and an approving official as it relates to travel?

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

301-2.1(c) Who has the authority to authorize travel authorizations?

Hard copy travel authorizations must be approved by an authorizing official from the funding office. NTR, Chapter 301-2.5 - 301-2.5 (aa) lists authorizing officials who may authorize travel authorizations. The person electronically approving a travel authorization in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel authorizations are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel authorizations, when electronically approved by the authorizing official, are binding.

For non-routing users, ITM is used for travel document preparation only and the resultant electronic travel authorizations are not binding. Electronic approval of non-routing travel authorizations is only to move the electronic travel authorization to the next processing point and can be performed by the creator of the travel authorization. This is temporary until everyone is able to electronically route travel authorizations.

For both routing and non-routing users, paper copies of travel authorizations must be signed by an authorizing official from the funding office and sent to the traveler's servicing finance office.

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.1(h)

301-2.1(d) When must I have a travel authorization?

You must have a travel authorization when one or more of the following applies to your TDY travel:

- (i) travel exceeds one calendar day (24 hour period);
- (ii) travel exceeds 12 hours and per diem is incurred;
- (iii) common carrier transportation for travel is required;
- (iv) a traveler will incur travel expenses at no cost to NOAA (zero (\$0) dollar travel authorization*), when an outside source or another Federal agency prepays all travel expenses and NOAA is charged nothing.

*See NTR, Chapter 301-2.1(n) for * zero (\$0) dollar travel vouchers; and 301-11.1(a)(i) for more information on per diem entitlements.*

301-2.1(e) Where do I show leave on the travel authorization?

Leave in conjunction with official travel (before, during, or after), must be shown in the "General Itinerary" and "Other Authorizations" section of the Travel Manager authorization default form, or "Remarks" section of the travel order. Personal points of travel must never be shown on travel authorizations.

301-2.1(f) Can one travel authorization cover a group of individuals?

No, travel authorizations (including blanket travel authorizations and trip authorizations) must be for a single traveler only unless they fall under one of the exceptions described in 301-2.1(g).

301-2.1(g) Are there any other exceptions to list more than one individual on a travel authorization?

Yes, travel authorizations can cover more than one individual for award ceremony travel, home leave travel, and permanent change of station travel. In these cases, only one travel voucher will be filed for reimbursement.

See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.1(h) How do I show changes to a travel authorization that has already been approved, but travel has not taken place?

You should complete an amended travel authorization. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days. Amendments will completely replace original travel authorizations and will include all costs for the trip.

301-2.1(i) What should I do if I incur expenses that are not authorized on the travel authorization?

After travel, expenses that are not authorized on the travel authorization must be post-approved in the remarks section of the travel voucher using the following: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(aa) for expenses that require specific authorization.

301-2.1(j) What is a blanket (limited open) travel authorization?

A blanket travel authorization is issued to pre-authorize multiple trips which cannot be scheduled in advance. Blanket travel authorizations:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel authorization;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel authorization (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

301-2.1(k) Can blanket travel authorizations be used for foreign travel?

Yes. Blanket travel authorizations may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

301-2.1(l) Once my blanket travel authorization is authorized, do I need to have any other approval?

Yes. All travel accomplished through blanket travel authorizations must be covered by individual trip authorizations. Each trip accomplished through blanket travel authorizations must be authorized by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies. Note: Blanket travel authorizations are not used for obligating travel funds. Only the individual trip authorizations are used for obligating travel funds.

301-2.1(m) Can actual expenses be authorized on my blanket travel authorization?

No. Actual expenses cannot be authorized on blanket travel authorizations. Actual expenses can only be authorized on individual travel authorizations, including trip authorizations, authorized at the level of authority cited in *NTR, Chapter 301-2.5(i)*.

301-2.1(n) Who assigns travel authorization numbers?

Each Line and Staff office is responsible for assigning all travel authorization numbers.

301-2.1(o) Are accounting codes required on travel authorizations and trip authorizations?

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s).

301-2.1(p) What is the format for assigning a travel authorization number?

Travel authorization numbers are always nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel authorization numbers **must** be unique and will always start with the last digit of the fiscal year, followed by a three character organization code, followed by a one character travel type code, and will end with a four character sequential number.

301-2.1(q) What are the different travel “type” codes?

S - Domestic/Non-Foreign Single Travel Authorization Number	YXXX <u>S</u> 0001
F - Foreign Single Travel Authorization Number	YXXX <u>F</u> 0001
P - Domestic/Non-Foreign PCS Travel Authorization Number	YXXX <u>P</u> 0001
R - Foreign PCS Travel Authorization Number	YXXX <u>R</u> 0001
E – Evacuation Travel Authorization Number	YXXX <u>E</u> 0001
B - Domestic/Non-Foreign Blanket Travel Authorization Number	YXXX <u>B</u> 0050
K - Foreign Blanket Travel Authorization Number	YXXX <u>K</u> 0050
Domestic Trip Authorization Number	YXXX <u>B</u> 0051 – YXXX <u>B</u> 0099
Foreign Trip Authorization Number	YXXX <u>K</u> 0051 – YXXX <u>K</u> 0099

Note: The type of travel must be entered in the fifth position of the travel authorization number.

301-2.1(r) How are trip authorization numbers assigned?

An individual trip authorization number will be a sequential number within the blanket travel authorization number (positions 6-9). For example: If the blanket domestic/non-foreign travel authorization number is YXXXB0050; the trip authorization numbers will be YXXXB0051 through YXXXB0099.

TRAVEL VOUCHERS

301-2.1(s) What form do I use to claim travel expenses?

Users of Travel Manager will use the Travel Manager voucher default form when claiming travel expenses or submitting a zero (\$0) dollar travel voucher to close out the travel authorization when there is no cost for travel. Non-users will use the Form CD-370, "Travel Voucher," when claiming travel expenses or submitting a zero (\$0) dollar travel voucher.

See NTR, Chapter 300-4(o)(1) for a blank Form CD-370, and NTR, Chapter 300-4(o)(2) for a blank Travel Manager voucher default form.

301-2.1(t) Who has the authority to approve travel vouchers?

Hard copy travel vouchers may be approved by the employee's approving official as long as the hard copy travel authorization has been authorized by the authorizing official from the funding office and post-approved expenses on the travel voucher have been authorized by the authorizing official from the funding office in the remarks section of the travel voucher. See NTR 301-2.1(i) for expenses not authorized on the travel authorization. The person electronically approving a travel voucher in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel vouchers are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel vouchers when electronically approved by the approving official are binding. Electronic travel vouchers may be signed by an approving official from the traveler's office as long as the hard copy travel authorization has been approved by the authorizing official from the funding office.

For non-routing users, the electronic approval of travel vouchers is performed by the traveler's servicing finance office only. This is temporary until everyone is able to electronically route travel vouchers.

For both routing and non-routing users, paper copies of travel vouchers must be signed by an approving official and sent to the traveler's servicing finance office.

Who has the authority to authorize all types of travel for NOAA employees?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize all types of travel for NOAA employees:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
General Counsel
Assistant Administrators
Deputy Assistant Administrators
Director, NOAA Marine and Aviation Operations
Director, Marine and Aviation Operations Centers
Chief Financial Officer (CFO)
Deputy CFO
Chief Administrative Officer (CAO)
Deputy CAO
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Legislative Affairs
Director, International Affairs
Director, Program Planning and Integration
Director, Acquisition and Grants Office
Director, Workforce Management Office
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological
Services and Supporting Research
Deputy Directors, Staff Offices

***For political employees**, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Staff Office Directors.

***For career employees**, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Staff Office Directors.

NOTE: Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term "suitable management positions" excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(b)

The following types of travel (301-2.5(a) - 301-2.5(o)) have been redelegated from the levels specified in NTR, Chapter 301-2.5. These delegations require specific authorization or prior approval:

301-2.5(a) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to approve domestic/non-foreign and PCS travel. Those same individuals are also authorized to approve the following types of travel:

- **Ship Travel** - *See NTR, Chapter 301-11.101(b)(i) - 301-11.101(b)(v).*
- **Emergency travel** - *See FTR, Chapter 301-30.*
- **Evacuation travel** - *See NTR, Chapter 301-32.*
- **Per Diem Within the Vicinity of one's Official Duty Station or Residence**
See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii.).
- **Reduced Per Diem** - *See FTR, Chapter 301-11.200.*
- **Rental Car** - *See FTR, Chapter 301-10.450 - 301-10.453.*
- **Transportation Expenses Related to Threatened Law Enforcement/Investigative Employees and Members of their family** –
See FTR, Chapter 301-31.
- **Conference Lodging Allowance for a Non-Government Sponsored Conference** *See NTR, Chapter 301-74 for regulations regarding conference planning.*
- **Foreign Air Carriers** *See FTR, Chapter 301-10.131 - 301-10.143*

These delegations require specific authorization or prior approval. For more information on this listing, call your Line or Staff Office.

301-2.5(b) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps
Director, Commissioned Personnel Center

301-2.5(c) Who has the authority to authorize foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
CFO/CAO, NWS
Director of the Office of Strategic Planning and Policy, NWS
CIO, NWS
Directors, Financial Management Centers, NWS
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Chief Financial Officer, NMFS
Regional Administrators, NMFS
Science Center Directors, NMFS
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Director, Strategic Planning Office, Program Planning and Integration (PPI)
- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
- Foreign travel for the Director, Marine and Aviation Operations Centers and Director, Commissioned Personnel Center will be authorized by the Director, NOAA Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.
(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(d)

301-2.5(d) Who has the authority to authorize domestic/non-foreign invitational travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Office of Weather and Air Quality, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Director, NOAA Coastal Services Center, NOS
Program Manager, NOAA Coastal Services Center, NOS
Director, Center for Operational Oceanographic Products and Services, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Center for Coastal Environmental Health and Biomolecular Research at Charleston, NOS
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
See FTR, Chapter 301-1.2 - 301-1.3, and NTR, Chapter 301-1.2(c)(1) - 301-1.4.

301-2.5(e) Who has the authority to authorize domestic/non-foreign blanket travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Directors, Center for Operational Oceanographic Products and Services, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Coast Survey, NOS
Director, Office of Aeronautical Charting and Cartography, NOS
See DOC Travel Handbook, Chapter 301-1.102(a)(2), and NTR, Chapter 301-2.1(j) - 301-2.1(m).

301-2.5(f) Who has the authority to authorize actual expenses for domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 -301-11.311.

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(g)

301-2.5(g) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Chief Financial Officer/Chief Administrative Officer, OAR

Deputy Chief Financial Officer/Chief Administrative Officer, OAR

Director, Management and Organizational Development, OAR

Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR

Division Directors, Earth System Research Laboratory, OAR

Director, Climate Program Offices, OAR

Deputy Assistant Director, Climate Program Offices, OAR

Director, National Sea Grant College Program, OAR

Deputy Director, National Sea Grant College Program, OAR

Director, Ocean Exploration and Research, OAR

Deputy Director, Ocean Exploration and Research, OAR

Director, Office of Weather and Air Quality, OAR

Director, Policy, Planning and Evaluation, OAR

Director, Office of Research Technology and Applications, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

CFO/CAO, NESDIS

CIO, NESDIS

Director, Integrated Program Office, NESDIS

Director, Office of Satellite Operations, NESDIS

Director, Office of Satellite Data Processing and Distribution, NESDIS

Director, Office of Research and Applications, NESDIS

Director, Office of Systems Development, NESDIS

Director, National Climatic Data Center, NESDIS

Director, National Oceanographic Data Center, NESDIS

Director, National Geophysical Data Center, NESDIS

See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.

NTR 1999 Edition--Transmittal 21

Effective: February 1, 2008

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NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(i)

301-2.5(h) Who has the authority to authorize air and/or train premium-class accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

Chief Financial Officer/Chief Administrative Officer, OAR

Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR

Division Directors, Earth System Research Laboratory, OAR

Director, National Sea Grant College Program, OAR

Director, Climate Program Offices, OAR

Director, Ocean Exploration and Research, OAR

Director, Policy, Planning and Evaluation, OAR

See FTR, Chapter 301-10.121 - 301-10.124 and FTR, Chapter 301-10.160 - 301-10.164.

301-2.5(h)(i) What form authorizes premium-class accommodations?

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel authorization must be submitted to the NOAA Travel Office whenever first-class travel is authorized. Note, CD-334s are required for both air and train upgrades.

See NTR, Chapter 300-4(l) for a blank Form CD-334.

301-2.5(i) Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.

See DOC Travel Handbook, Chapter 301-1.102(b)(7).

301-2.5(j) Who has the authority to approve travel of an immediate family member to attend award ceremonies?

Officials listed in *NTR, Chapter 301-2.5*
Regional Administrators, NMFS
Science Center Directors, NMFS
Office Directors, NMFS

301-2.5(k) Who has the authority to approve commercial aviation services (CAS)?

See NTR, Chapter 301-10.500 - 301-10.507.

301-2.5(l) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Policy & Compliance Division, Finance Office, or the Chief, Field Financial Branches.

See FTR, Chapter 301-51.100 - 301-51.102.

301-2.5(l)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:

- A copy of the travel authorization;
- A copy of the passenger's ticket coupon; and
- Original travel voucher or reclaim travel voucher.

301-2.5(m) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(n) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Staff Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO. The NOAA CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.

301-2.5(o) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$35,000?

Secretary of Commerce

301-2.5(o)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$35,000?

Line Office Assistant Administrators

301-2.5(o)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$500" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$500.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(o)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form SF-326, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NOAA Finance Handbook, Chapter 4, Section 8, and FTR, Chapter 304 and NTR, Chapter 300-4 for blank forms.

301-2.5(o)(iv) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

You are encouraged to contact the Office of General Council, Ethics Division On (202-482-5384) **prior** to travel, in order to determine if the gift can be accepted.

Part 301-10-TRANSPORTATION EXPENSES

Subpart B--Common Carrier Transportation

Sec.

301-10.110(a) How do I purchase airfare when personal travel is being taken in conjunction with official travel?

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Subpart D--Privately-Owned Vehicle (POV)

Sec.

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

Subpart E--Special Conveyances

Sec.

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

Subpart F--Commercial Aviation Services (CAS)

Sec.

301-10.500 What services are included under CAS and what are the reporting requirements?

301-10.501 What is the definition of a contracted (leased) aircraft?

301-10.502 What is the definition of charter aircraft?

301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?

301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?

301-10.505 What is the definition of a rental aircraft?

301-10.506 What is the definition of a privately-owned aircraft?

301-10.507 When can a privately-owned aircraft be authorized?

Subpart B--Common Carrier Transportation

301-10.110(a) How do I purchase airfare when personal travel is being taken in conjunction with official travel?

Both your travel authorization and official airline ticket must only show from your official duty station, to the official TDY site, and return to your official duty station; it cannot include any personal points of travel. Once the official ticket is issued, it is the employee's responsibility to turn it into the airlines for a new ticket that will include the personal points of travel. This also applies to situations where an employee chooses to turn a connecting flight into a layover and there is no additional cost to do so. Please note, employees are responsible for any additional costs, including change and cancellation fees, and paper ticket fees, as a result of rebooking the ticket.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

Subpart D--Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the Citibank Government travel card?

When you receive an exemption from the use of the Government Citibank travel card, you are still expected to procure common carrier transportation on the centrally-billed account within a TMC, and use one of the following methods to pay all other official travel expenses:

(a) Personal funds will be used to pay for official travel expenses for:

- Employees who travel five times or less a year;
- Employees whose travel cards have been canceled because of delinquency or use for non-official purposes; or
- Intermittent, seasonal, or temporary employees who have limited appointments.

NOTE: Travel advances will not be authorized for employees mentioned in 301-51.5(a).

(b) Travel advances are authorized to pay for official travel expenses for:

- Individuals who possess a U.S. bank account traveling on invitational travel. Invitational travelers who are entitled to receive travel advances are limited to 80% of the estimated cash expenses of the travel authorization. Users of Travel Manager will refer to the total advance amount in Block 6 of the Travel Manager authorization default form; or
- Employees with disabilities who were granted an exemption, and new appointees who have to travel with less than 72-hours notice and have not had an opportunity to obtain a Citibank Government travel card. A travel advance form and memoranda of request should be faxed to the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division, of your servicing finance office. In addition, the original travel advance form should be mailed to the servicing finance office for proper documentation.

NOTE: Under emergency circumstances, Citibank Government travel cards can be obtained within 72 hours for NOAA employees.

NOAA TRAVEL REGULATION
Chapter 301-Travel Allowances

Exhibit 301-51A

(13) Call your servicing AOPC if further interpretation of reports and/or further guidance is needed:

(i) All Line and Staff Offices, other than NMFS and NWS, will call (301) 444-2126,
20020 Century Blvd, Suite 1C, Germantown, MD 20874
Fax (301) 413-3066

(ii) NMFS employees will call (301) 713-1364 x194
Office of Management and Budget
1315 East West Highway, Room 1441 Silver Spring, MD 20910
Fax (301) 713-2258

(iii) NWS employees will call (301) 713-0420 x104
1325 East West Highway, Room 18407 Silver Spring, MD 20910
Fax (301) 608-0850

(14) Review the following:

Federal Travel Regulation Chapter 301-51:

http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/030205_FTR_R2QA53_0Z5RD_Z-i34K-pR.pdf

Department of Commerce (DOC) Travel Regulation 301-51:

<http://www.osec.doc.gov/oas/travel/CTR-INTERIM-DRAFTv1-1.pdf>

NOAA Travel Regulation, Chapter 301-51:

<http://www.corporateservices.noaa.gov/~finance/TR.301-51.pdf>

Department Administrative Order (DAO) 202-751

<http://www.corporateservices.noaa.gov/~finance/CITI.misconduct.pdf>

Subpart B Agency Responsibilities

NOAA Relocation Delegations

- 302-2.102(n) Who has the authority to **designate areas as isolated official stations?**
- 302-2.102(o) Who has the authority to approve a **waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**
- 302-2.102(p) Who has the authority to **waive the \$700,000 maximum home value for which NOAA will pay for homesale services?**

Subpart C Travel Order Exhibits

- Exhibit 302-2A - Summary of Relocation Reimbursable Expenses
- Exhibit 302-2B - Sample of Relocation Travel Order for Government Employee Transferring
- Exhibit 302-2C - Sample of Relocation Travel Order for New Appointee

302-2.102(p) Who has the authority to waive the \$700,000 maximum home value for which NOAA will pay for homesale services?

Requests to waive the \$700,000 maximum home value, for which NOAA will pay for homesale services, must be submitted through your Line Office CFO/Management and Budget Officer, through the NOAA CFO, and to the D.O.C., Director, Administrative Services for approval. A copy of the travel order and listing agreement must accompany all requests.

(See FTR, Chapter 302-12.111)

302-2.103 Who is responsible for providing the employee with full information regarding their relocation to a new duty station?

Prior to your reporting date at your new duty station, your servicing HRO is responsible for providing you with relocation information concerning the benefits which may be available to you, including telephone numbers for your servicing Relocation Services Coordinator (RSC). Additionally you can find relocation and RSC information at the following web-side:

<http://www.corporateservices.noaa.gov/~finance/RELO.html>

Note: The Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.